

INSTRUCTIONS: The Records Management Officer of the Records Management and Control Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Records Management and Control, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. GEORGIA DEPARTMENT OF LABOR SPECIAL PROGRAMS PAYMENT UNIT ROOM 508, I.B.E.W. BUILDING 501 PULLIAM STREET, S.W. ATLANTA, GEORGIA 30312	Application Number	86-42
Application Number		Date Received	Date Completed
		APR 4 1986	JUN 16 1986
2. Person to Contact C. MAE TRAMMELL		Working Title MANAGER	Telephone Number SUPERVISOR, SPECIAL PROGRAMS PAYMENT UNIT 656-7194, 7358
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1983 Latest PRESENT		5. Records Series Title (followed by title used in office, if different) JOB TRAINING PARTNERSHIP ACT (JTPA) PARTICIPANT CERTIFICATION CARD FILES.	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? THE SPECIAL PROGRAMS PAYMENT UNIT ESTABLISHES A PAYMENT RECORD FOR EACH INDIVIDUAL PARTICIPANT. RECEIVES AND PROCESSES WEEKLY REQUESTS FOR PAYMENT OF ALLOWANCES AND WAGES TO PARTICIPANTS ENROLLED IN RELATED PROGRAMS. MAKES PERIODIC AUDIT AND REVIEW OF PAYMENT RECORDS TO PREVENT DUPLICATION OR OVERPAYMENTS, AS FAR AS THE PAYMENT RECORD IS CONCERNED.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: DISBURSING FUNDS TO PARTICIPANTS OF JOB TRAINING PARTNERSHIP ACT. (JTPA) PROGRAMS. Included are: JTPA-323A JTPA CERTIFICATION FOR WAGES JTPA-361A JTPA CERTIFICATION FOR ALLOWANCES File is arranged: NUMERICALLY BY SOCIAL SECURITY NUMBER.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 1; Seven to twelve months old _____; Thirteen to twenty-four months old * _____; twenty-five months and older ? * DISCRETION OF AUDITORS.			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) IBM CARD BOXES APPROXIMATELY 200 ANNUALLY.			

(Over)

DOL-144 (R-5/85)

X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. PRIVACY ACT OF 1974.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State Law | <u>4</u> years. | d. Audit period | <u> </u> years. |
| b. Statute of limitation | <u> </u> years. | e. Administrative need | <u>1</u> years. |
| c. Federal Law | <u> </u> years. | f. Federal retention instructions | <u>3</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- e. ADMINISTRATIVE NEED - ONE ADDITIONAL YEAR, NEEDS BASED ON PREVIOUS SIMILAR PROGRAMS.
f. FEDERAL RETENTION INSTRUCTIONS - 3 YEARS. 20 CFR 629.5 (e) (f) FED. MGT. CIR. A-102

EMPLOYERS ARE REQUIRED TO RETAIN PAYROLL DEDUCTION AND WITHHOLDING RECORDS 4 YEARS.
GA. L. - 1974, P. 309, PAR. 2 (GA. CODE ANN. 48-7-1111.)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other STATE PROGRAM YEAR then.
(June 30)

- ☒ Hold in the current files area 12 month(s) year(s); then
☐ Transfer to local holding area; hold year(s); then
☒ Transfer to State Records Center; hold 3 year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

NOTE: DESTROY RECORDS ONLY AFTER COMPLETION AND RELEASE OF ALL STATE AND FEDERAL
AUDIT REQUIREMENTS, LITIGATION AND/OR CLAIMS.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	4/2/86	<i>[Signature]</i>	4/1/86
Assistant Commissioner (Administration) (Signature)	Date	Chief, Records Management & Control (Signature)	Date
<i>Ray Hockingworth</i>	4/1/86	<i>William H. Johnson</i>	4-2-86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 86-42		State Records Committee (Signature)	Date
		State Auditor/Designee	6/9/86
		Secretary of State/Designee	6/3/86
		Attorney General/Designee	6/3/86

(Reverse Side)